

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Thoughts on Reducing Bureaucracy



FROM: Allen R. Elkins
Director of Finance
1212 Key Bldg

EXTENSION

NO.

OF-0150-87

DATE

19 June 1987

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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7E 26 Hq

28 JUN 1987

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LOGGED

18 JUN 1987

OF-0150-87

MEMORANDUM FOR: Executive Assistant to the
Deputy Director for Administration

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Thoughts on Reducing Bureaucracy

REFERENCE: Memo to EA/DDA from EO/OTS, dtd 20 May 87, same subj

1. Along with the OTS Executive Officer, I too found [redacted] response to Bill Donnelly's Reducing Bureaucracy effort particularly thoughtful and I'm happy to provide Office of Finance comments thereon. The following are keyed to the paragraphs you cited in your transmittal note.

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2. Paragraph 2: Exception Time and Attendance Reporting

[redacted] is absolutely correct in noting that today's reliable, fast, and efficient computer technology provides the opportunity for exception reporting of employees' time and attendance data. As you know, exception reporting allows for the passage of summary data on an exception basis to the Agency's payroll system and allows for the detailed information on daily time and attendance to be maintained at the component level. With the introduction of the recently developed Electronic Time and Attendance System (ELECTAS), the Agency is taking advantage of the benefits and strengths inherent in an exception reporting process while still providing necessary positive reporting of a very mobile employee population. Specifically, ELECTAS allows component T&A clerks to input a standard work schedule for each of their component's employees on a one time basis. When the clerk must report the biweekly time and attendance for these employees, a single keystroke is sufficient to indicate that an employee worked his/her standard schedule. Only leave taken and/or overtime or other non-standard occurrences need be input in detail to ELECTAS for each employee. ELECTAS in turn only reports in summation to the Agency payroll system the total standard hours worked, total hours of leave taken, and the total premium/extra hours worked for each employee. Details on daily patterns are retained exclusively in the ELECTAS system. This approach allows for a quick and easy reporting process without the risks for abuse

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Jack refers to in his memorandum. Installation and implementation of ELECTAS throughout the Agency is one of our primary objectives. Given his obvious interest, I'm contacting Jack to see if he would be interested in an ELECTAS demonstration.

3. Paragraph 3: Financial Disclosure Statements

Having contended myself with the Financial Disclosure Statement since its inception in the Agency, I have to agree with [] that there's got to be a better way for federal agencies to meet the intent of the Ethics in Government Act other than through the arduous Standard Form 278 process. [] the Deputy General Counsel, serves as the Agency's Ethics Officer and as such is in contact with the Office of Government Ethics (OGE). I suggest [] comments and my endorsement be passed to [] for his review/action.

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4. Paragraph 5: Financial Records and Approval Processes

Again Jack's comments on the shocking reliance that we in Finance and Personnel have on paper and "ink...on paper" are right on the mark. Regrettably the so called automated systems on which both Offices rely were developed in an era where "paper" was still king. When the current General Accounting System (GAS) and the Human Resource System (HRS) were developed computers were still viewed as sophisticated calculators, as processors of information but not as proper repositories for "official data". At that time lawyers and courts were insisting that computer stored and generated data was not permissible evidence of authorizations for "official actions". Understandably then, these and similar systems were developed with inherent requirements for the ever present piece of paper that make these archaic systems function. Today, within the constraints of the budgets with which we are forced to operate, we are attempting to bring our administrative support systems into line with current technologies and current thinking on the role of paper (none or minimal) and on methods for obtaining/recording necessary approvals (clearly electronic). All current Finance ADP developmental efforts, such as the Electronic Time and Attendance System mentioned above, the Budget and Accounting Reporting System and the Station Accounting and Reporting System - all aspire to the elimination or reduction of paper through

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"end user" - input and processing and on on-line approval of transactions and electronic recordation thereof. Our frustration is that the past under-capitalization of DA ADP efforts and the current competition for limited dollars conspire to make improvements seemingly advance with glacial speed. Jack Finarelli clearly shares a frustration common throughout the DA.

5. Paragraph 5: Time and Attendance Reporting

[redacted] comments on a DA penchant for overdoing the review process and for confusing ignorance with objectivity are closer to the mark than many would care to admit. However, he did in fact pick a poor example when he chose his approval of T&A cards for remote workers at ATG. The point of supervisory approval/review for employee time and attendance as well as overtime authorization is exclusively a component manager's call. If Jack doesn't want to approve T&A for his ATG group, it's within his purview to delegate that responsibility to someone else. Poor example aside, Jack's comments on "objective review" are germane.

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[redacted]

Allen R. Elkins

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